

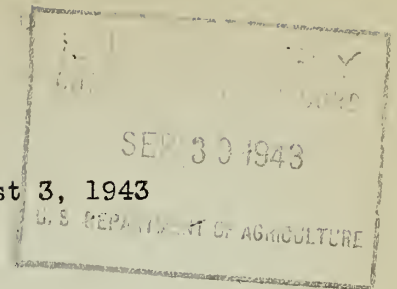
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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 3, 1943



ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 34

To: Branch and Division Chiefs and Regional Directors

From: F. J. Hughes, Chief, Administrative Services Division

Subject: Submission of Justification for Air Travel Form AD-154
and Request for Priority for Air Travel

Pursuant to Director's Memorandum No. 8, Supplement 2, the justification for air travel Form AD-154 shall be prepared in an original and four copies and forwarded to the Administrative Services Division for recording before submission to Mr. S. R. Newell, Assistant Deputy Director, or to the Chief of the Administrative Services Division, as the case may be, for administrative determination when the travel is performed for reasons 3, 4, or 5 set forth on Form AD-154. When the travel is for reasons 1 or 2 as shown on Form AD-154, only the comparative statement of cost on the reverse side of the Form shall be completed which will accompany the travel voucher when submitted for payment.

An original and three copies shall accompany the travel voucher and the fourth copy is intended for the traveler's file.

Administrative Services Division Memorandum No. 29 states in detail the procedures involved in requesting priorities for air travel. However, it is extremely important that where a priority is requested the justification accompany it, as the statements on the two forms must agree, in addition to the necessity of receiving prior approval of both.

The approval of the Office of Budget and Finance will be obtained where necessary by Assistant Deputy Director or the Chief of the Administrative Services Division as the case may be.

F. J. Hughes

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